



DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS

Posting #AOC1002N18

Community Court Project Planner/Coordinator

Opening Date: October 9, 2018

Closing Date: This posting will remain open until the position is filled

Contract Amount: Grant funding for the Community Court Project Planner/Coordinator is up to \$60,000 annually (20 months of grant funding).

Essential Functions:

The Administrative Office of the Courts (“AOC”) is an agency within the Judicial Branch of Delaware that provides support services for the Delaware Courts. The AOC is the recipient of a Community Court Grant through the Center for Court Innovation, funded through the U.S. Department of Justice, Bureau of Justice Assistance. The goal of this grant is to develop and implement a Community Court in Wilmington that will provide low-level offenders with services such as substance abuse treatment; mental health treatment; and job readiness as an alternative to fines or short-term incarceration. The Community Court will seek to help justice-involved individuals positively re-integrate into the community.

This contract, with a maximum limited term of 20 months, will provide for the services of one full-time Project Planner/Coordinator. Under the supervision of the presiding judges and the AOC, the Project Planner/Coordinator will serve as the point of contact for Community Court implementation efforts; assist in the development, coordination and implementation of Community Court services, activities and events; identify state and federal resources/opportunities to enhance the Community Court; develop community outreach protocols; collaborate with contractors to develop and implement screening tools to identify the risk/needs of justice-involved individuals who may be eligible to participate in Community Court; collaborate with contractors to develop and implement an independent evaluation of the Community Court; collect program data; oversee Community Court marketing efforts, including social media; coordinate Community Court services through collaboration with community providers; develop and recommend best practices; serve as the primary liaison with Center for Court Innovation Staff; evaluate the grant program on a continuous basis; and ensure compliance with all grant requirements.

Essential Skills and Qualifications:

1. Possession of a Bachelor's degree or higher in Public Administration, Criminal Justice, Social Work, Psychology, or related field.
2. Experience in project management including planning, stakeholder engagement, statistical analysis, and managing project deliverables.
3. Experience in developing social services programs that include assessing, planning, developing and implementing clinical criteria, monitoring, and evaluating options and services.
4. Experience reviewing, synthesizing, and presenting policies and procedures and ability to monitor progress or compliance with best practices.
5. Familiarity with the community court model, other problem-solving courts and the key components associated.
6. Experience in interpreting laws, rules, regulations, standards, policies and procedures.
7. Ability to communicate clearly, effectively, and respectfully in all modes of communication.

Preferred Skills:

1. Experience in providing clinical treatment, individual and group counseling or determining eligibility for services or benefits as part of a treatment team is preferred, but not mandatory.

Interested individuals should submit a **letter of interest and resume no later than October 24, 2018** by any one of the formats listed below prior to the closing date of this announcement:

1. Send your letter of interest and resume as an email attachment with the words "Community Court Project Planner/Coordinator" in the subject line to apps.aoc@state.de.us (**preferred method**).
2. Fax your letter of interest and resume to (302) 255-2217, Attention: Human Resources.
3. Mail your letter of interest and resume to:

Abby Smith
 Administrative Office of the Courts
 405 N. King Street, Suite 507
 Wilmington, DE 19801